



2. Conduct of Disaster Risk Reduction and Management (DRRM) Training				
This procedure covers all the trainings to be conducted to the Balanga City, Municipalities of Dinalupihan, Hermosa, Orani, Samal, Abucay, Pilar, Orion, Mariveles, Limay, Bagac and Morong, schools, private sectors, hospitals and other agencies in the Province of Bataan. This includes drills, exercises, simulations, planning workshops, etc.				
Office or Division:	Office of the Provincial Disaster Risk Reduction and Management Officer/ Administration and Training Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government / G2C - Government to Citizen / G2B - Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request letter (1 original copy or 1 electronic copy)			1. Local Chief Executive / Head of Requesting Dept. / Agency	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBLE
1. Submits request letter address to the Governor thru the	1.1 Receives and encode to the spreadsheet for incoming document	None	10 minutes	<i>LDRRM Asst. Admin. & Training Division</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Assigns the incoming request	None	10 minutes	Department Head PDRRM Office
	1.3 Receives the incoming request through google spreadsheet by the Division Head	None	15 minutes	LDRRM Officer Admin. & Training Division
	1.4 Acquires approval of the Governor to conduct the requested activity with funding from PDRRMO	None	2 days	LDRRM Officer Admin. & Training Division
	1.5 Once approved, communicates with the requesting agency / client to set schedule for coordination meeting. Prepare / review / sign and submit OBR / PR for the meeting.	None	2 days	LDRRM Asst. / LDRRM Officer / Dept. Head Admin. & Training Division / PDRRM Office
	1.6 Prepares/ reviews / signs and sends the letter of invitation for coordination meeting with attached confirmation slip	None	4 hours	LDRRM Asst. / LDRRM Officer / Dept. Head Admin. & Training Division / PDRRM Office
2. Acknowledges / receives the letter for coordination meeting, fill- out the confirmation slip and send back.	2. Receives the confirmation slip and prepare other admin. Documents / logistical/ tech. needs for the coordination meeting	None	4 hours	LDRRM Asst. Admin. & Training Division
3. Attends in a coordination meeting, signs on the attendance , fills-out feedback form and receives cert. of appearance	3. Facilitates the coordination meeting . Prepares / reviews / signs for the minutes of the meeting. Have signed the attendance and feedback form by the client and provide certificate of appearance and other tech./ logistical support	None	4 hours	LDRRM Asst. / LDRRM Officer / Dept. Head / Driver / Utility Admin. & Training Division / PDRRM Office
4. Prepare and send communication letter to invite the participants and other guests. Provide the venue and other preparations needed for the training	4.1 Prepares/ reviews / signs / submits the Project Proposal for the conduct of training.	None	2 days	LDRRM Asst. / LDRRM Officer / Dept. Head Admin. & Training Division / PDRRM Office



	4.2 Prepares / reviews / signs / submits (OBR) and Purchase Request (PR) of the training	None	2 days	<i>LDRRM Asst. / LDRRM Officer / Dept. Head Admin. & Training Division / PDRRM Office</i>
	4.3 Prepares/ reviews / signs and sends the invitation letter to the trainers and secretariat for planning meeting and other logistical and tech. needs	None	3 hours	<i>LDRRM Asst. / LDRRM Officer / Dept. Head Admin. & Training Division / PDRRM Office</i>
	4.4 Conducts / facilitates coordination meeting (Planning) with the trainers and secretariat	None	4 hours	<i>LDRRM Asst. / LDRRM Officer / Dept. Head / Driver / Utility Admin. & Training Division / PDRRM Office</i>
5. Follows up the confirmation of participants and other guests. Prepare for the program, venue and other logistical needs .	5. Prepares, gets and logs for the training materials, equipment and other admin documents and other logistical needs.	None	4 hours	<i>LDRRM Asst. Admin. & Training Division</i>
6. Assists the facilitation of the activity and provide certificate to the trainers / facilitators	6.1 Conducts / facilitates the training together with the invited subject matter experts.	None	5 days	<i>LDRRM Asst. / LDRRM Officer / Dept. Head / Driver / Utility Admin. & Training Division / PDRRM Office</i>
	6.2 Prepares / reviews / signs the After Activity Report of the training	None	3 hours	<i>LDRRM Asst. / LDRRM Officer / Dept. Head Admin. & Training Division / PDRRM Office</i>
	6.3 Prepares / reviews / signs and submits the attachments for liquidations of the purchased logistical needs.	None	4 hours	<i>LDRRM Asst. / LDRRM Officer / Dept. Head Admin. & Training Division / PDRRM Office</i>
	6.4 Sets schedule for post evaluation meeting. Prepare / review / sign and submit OBR / PR for the meeting.	None	2 days	<i>LDRRM Asst. / LDRRM Officer / Dept. Head Admin. & Training Division / PDRRM Office</i>
	6.5 Prepares / reviews / signs and sends the communications for post evaluation meeting with attached confirmation slip	None	4 hours	<i>LDRRM Asst. / LDRRM Officer / Dept. Head Admin. & Training Division / PDRRM Office</i>
7. Acknowledges / receives the letter for post evaluation meeting, fill- out the confirmation slip and send back.	7. Receives the confirmation slip and prepare other admin. Documents needed for the coordination meeting	None	4 hours	<i>LDRRM Asst. Admin. & Training Division</i>



8. Attends in post evaluation meeting, sign on the attendance , fill-out feedback form and receive cert. of appearance	8.1 Facilitates the post evaluation meeting . Prepares / reviews / signs for the minutes of the meeting. Have signed the attendance and feedback form by the client and provide certificate of appearance and other tech./ logistical support	None	4 hours	<i>LDRRM Asst. / LDRRM Officer / Dept. Head / Driver / Utility Admin. & Training Division / PDRRM Office</i>
	8.2 Files / database the documents. Log (returned logbook) the logistical used and bring back to the storage room.	None	1 hour	<i>LDRRM Asst. Admin. & Training Division</i>
TOTAL:		None	17 days, 1 hour , 35 minutes	